

Reso-11

24 FEB 1955

MEMORANDUM FOR: Director of Personnel

SUBJECT : Request for Authority to Double-slot.

1. Current Office of Logistics Strength, as reflected below, indicates a vacancy gap between on-duty strength and authorized strength of [REDACTED]. Past experience reveals that this vacancy gap has been averaging between [REDACTED] at any given time. There is reason to believe that, unless remedial action is taken, this average vacancy gap will continue to exist.

Civilian Military Total

Authorized Strength

On-duty Strength (Including 4 LWOP)

Vacancy Gap



2. Continued existence of such a vacancy gap means that Office of Logistics will at all times be under its authorized on-duty strength, or at all times understaffed. Since the present authorized T/O was predicated on a realistic required man-hour basis, the continued existence of a vacancy gap means that Office of Logistics will never have on board sufficient strength to meet current work load demands.

3. Analysis of this vacancy gap reveals that it mainly results from: (a) Continuing attrition resulting from reassignment of LO Personnel to other components of the Agency, field and departmental; and (b) Practice of holding slots open in order to have an available slot in which to place LO personnel returning from an overseas assignment; and (c) Time lag encountered in filling outstanding recruitment requests in the instance of known vacancies.

4. In order to decrease the ever present vacancy gap, Personnel and Training Branch, Office of Logistics, has initiated the following action which it is hoped will afford some measure of relief:

- a. Initiation of a project designed to develop a more effective rotation planning program and thus reduce the vacancy gap in the instance of positions being held open in order to have available a place in which to slot returnees from field assignments.

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4. Cont.

- b. Initiation of a practice of submitting blanket recruitment requests in the instance of "table type positions" (e.g. courier, messenger, etc.) where there is a known attrition rate. Thus at any given time, Office of Logistics will have pending with Office of Personnel recruitment requests which, in number, exceed known vacancies. Thus, at any given time, several recruits will always be in the "pipe line" or available for "entering on duty".
5. However, in order to give further aggressive action to reducing the average vacancy gap figure and thereby provide Office of Logistics with sorely needed personnel it is requested that:
- a. Office of Personnel redouble its efforts to fill outstanding recruitment requests initiated by the Office of Logistics.
 - b. Office of Logistics be allowed to double-slot personnel against its authorized Table of Organization to the extent that two employees may be slotted against one slot at the same time. Precedent for the approval of this request exists in the form of similar approval granted to Deputy Director (Intelligence), as reflected in Office of Personnel Memorandum NO. 20-500-2, dated 20 April 1954; copy attached.
6. In order to administer such double-slotting, if approval for such is granted, it is proposed that Office of Logistics only be allowed to double-slot when the following conditions exist:
- a. Request will not result in the Office of Logistics authorized personnel ceiling being exceeded.
 - b. Employee for whom double-slotting is requested, would be physically assigned to that Division or Staff against whose T/O they are double-slotted thereby minimizing misassignments.
 - c. Request for double-slotting would be documented as such by the inclusion of pertinent statements within the remarks section of the SF-52 "Request for Personnel Action".
 - d. Employee for whom double-slotting is requested, is one who is either entering on duty with the Agency, returning from an overseas assignment, or is one being reassigned to the Office of Logistics from another office or staff of the Agency.
 - e. Request would only be initiated in the instance of the following two types of positions:

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- (1) Position is an "iable type" (i.e. positions of a group type such as Couriers, Messengers, Chauffeurs, Truck Drivers, Laborers, Warehousemen, Telephone Operators, Mail and File Clerks, Photographers, Offset Press Operators, Photostat Operators, Bindery Workers, Microphotographers, Office Appliance Repairmen, Storekeepers, Fork Lift Truck Operators, Packers, Craters, Box Assemblers, Auto Mechanics, Auto Mechanic Helpers, Motor Vehicle Dispatchers, Logistics Officers, Contract Negotiators, Purchasing Agents, Supply Officers, Supply Cataloging, Specialists, Supply Assistants, Ordnance Specialists, Property and Supply Clerks, Property and Supply Assistants, Transportation Officers, Transportation Assistants, Shipment Clerks, Freight Traffic Officers, Freight Traffic Assistants, Freight Traffic Clerks, etc.)
- (2) Position is a key position (i.e. one of a kind and not "iable"). In which instance a request for double-slotting would not be initiated unless accompanied or preceded by a companion request or statement specifying:
- (a) Effective date that the present incumbent (of the position to be double-slotted) is due to disencumber or resignation, and
 - (b) Employee, who is the subject of the double-slotting request, will physically be assigned to the position.

15/
JAMES A. GARRISON
Director of Logistics

Attachment: 1-Memo NO.20-500-2
Dated: 2/30/54

LC: 46: PTH: prw (2/23/55)

Distribution: Orig. & 1-Addressee
1-Signer's Copy
1-LO Official File
1-PH: File

Request approved

15/
Harrison G. Reynolds
2 March 1955

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

ATTACHMENT